Alternate INSIGHT Availability Request Window: January 19 – February 9, 2017

Schools that hold regular instructional hours after 4:00 PM Monday-Friday, and who plan to schedule M-STEP, MI-Access, or Early Literacy and Mathematics Benchmark test sessions that extend beyond 4:00 PM, will need to submit an Alternate INSIGHT Availability request in order to have access to the testing software after 4:00 PM.

Assessment Coordinators can complete the request here.

M-STEP and MI-Access Off-Site Test Administration Request Window for Individual Students

The M-STEP and MI-Access Off-Site Test Administration request window for individual students, such as homebound or expelled with service students, opens January 16, 2017 and continues throughout the testing windows until May 26, 2017.

Please submit Off-Site requests for individual students at least three business days before your scheduled testing date to ensure adequate time for Michigan Department of Education (MDE) review and approval of your request.

Assessment Coordinators can complete the Off-Site Test Administration request here (baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/).
Sample Item Sets

The Office of Standards and Assessment (OSA) has updated the online Sample Item Sets for the Spring 2017 M-STEP for students in grades 3–8. Sample Item Sets are a select group of test items in English language arts (ELA), mathematics, science, and social studies that encompass different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. Sample Items Sets are also available for the Early Literacy and Mathematics Benchmark Assessment. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan’s content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine’s online tools and navigation buttons. The Sample Item Sets are contained within the Online Tools Training (OTT) component.

Students in grades 3-8 needing designated supports and/or accommodations on state assessments can practice using the M-STEP Grade 3 ELA Sample Item Set with accommodations. For more information about a student’s use of Designated Supports and Accommodations, please refer to the Student Supports and Accommodations section on the M-STEP Web page (www.michigan.gov/mstep). The Grade 3 ELA M-STEP Sample with Accommodations demonstrates some of the available online embedded accommodations and designated supports:

- Text-To-Speech (TTS)
- Color Chooser
- Contrastng Text
- Masking

Feedback collected from the previous M-STEP administrations indicate that students and teachers who utilized the Sample Item Sets felt more prepared for online testing; students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

The OSA has also posted paper/pencil sample item sets for students taking paper/pencil tests in ELA, mathematics, science, and social studies on the M-STEP Web page (www.michigan.gov/mstep) under Content Specific Information. The sample item sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan’s content standards.

Educators and students can access the online Sample Item Sets at school using a Chrome browser or INSIGHT (the online testing platform). Parents and students can also access the online sets available through Chrome browser from home (the test functionality requires the use of Chrome). Anyone wishing to access the paper/pencil sets can access them online using any browser. The table on the following page includes links that will take you directly to the sample item sets. The grade 3 accommodated and TTS versions of the sample sets are only available using INSIGHT. More information about INSIGHT can be found in the Technology User Guide located on eDIRECT (https://mi.drcedirect.com). Select All Applications → General Information → Documents.
NOTE: The Sample Items Sets are not considered “Practice Tests,” as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

<table>
<thead>
<tr>
<th>M-STEP Sample Item Sets</th>
<th>Content</th>
<th>Grades</th>
<th>Item Types</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts Computer Adaptive Test (CAT)</td>
<td>3-8</td>
<td>multiple choice, technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>English Language Arts – Performance Task</td>
<td>5 and 8</td>
<td>technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>English Language Arts – Accommodated version</td>
<td>3</td>
<td>multiple choice, technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>English Language Arts – Text-To-Speech</td>
<td>3</td>
<td>multiple choice, technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>ELA Paper/Pencil Sample Items (includes Performance Task for grades 5 and 8)</td>
<td>3-8</td>
<td>multiple choice, multi-select, constructed response</td>
<td>M-STEP Website</td>
<td></td>
</tr>
<tr>
<td>Mathematics Computer Adaptive Test (CAT)</td>
<td>3-8</td>
<td>multiple choice, technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>Mathematics Online Performance Task</td>
<td>3-8</td>
<td>multiple choice, technology enhanced, constructed response</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>Mathematics Calculator Practice</td>
<td>6-8</td>
<td>basic (6) and scientific calculators</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>Mathematics Paper/Pencil Sample Items (include Performance Task for all grades)</td>
<td>3-8</td>
<td>multiple choice, multi-select, grid-in response, multiple answer, constructed response</td>
<td>M-STEP Website</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>5, 8, 11</td>
<td>multiple choice, technology enhanced</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>Social Studies Paper/Pencil Sample Items</td>
<td>5, 8, 11</td>
<td>multiple choice</td>
<td>M-STEP Website</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>4, 7, 11</td>
<td>multiple choice, technology enhanced</td>
<td>Chrome* INSIGHT**</td>
<td></td>
</tr>
<tr>
<td>Science Paper/Pencil Sample Items</td>
<td>4, 7, 11</td>
<td>multiple choice</td>
<td>M-STEP Website</td>
<td></td>
</tr>
</tbody>
</table>

* If Chrome is not your default browser, you will need to cut and paste the Chrome access link (https://wbte.drcedirect.com/MI/portals/mi/) into a Chrome browser.

** INSIGHT requires installation. See the Technology User Guide and other support materials on eDIRECT (https://mi.drcedirect.com) for more information.

M-STEP Website (www.michigan.gov/mstep)
2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held February 14-16, 2017 at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on Tuesday, February 14, 2017 from 8:30 to 11:45 AM and 1:00 to 4:15 PM, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on Wednesday, February 15, 2017 at 9:00 AM and will continue through 3:45 PM on Thursday, February 16, 2017, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the MSTC online registration site (https://gomiem.org).

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Planning for Test Day

Test center supervisors and SSD coordinators should work together, in conjunction with administrators, to plan for test day. Some things to consider include:

• planning for secure receipt and storage of test materials
• school schedules may require some adjustments as testing cannot be interrupted for lunch
• designating a late-arrivals room to accommodate students who may arrive after timed testing has begun
• arrange for bells and public address announcements to be silenced
• coordination of admission procedures for students on test day
• creating a schedule of test-day room assignments
• selection and training of staff for testing

(Continued on next page)
Reminder
The Pre-ID window for PSAT 8/9, PSAT 10, and SAT is January 9 – February 14, 2017.

Selecting Staff Members
The number of staff members you need depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.

Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be paraprofessionals or non-licensed administrative personnel employed by the district, or licensed substitute teachers employed by the district for the purpose of administering the test.

Per College Board guidelines, test day staff cannot be employed by an outside test-prep company or engaged in providing private SAT preparation that is conducted outside the auspices of the school or district (teaching and normal review of course content, including test familiarization that is part of regularly scheduled course work is acceptable). Staff also cannot have taken the SAT within 180 days of the administration date.

Staff with children or those who have students residing in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example:

- If a staff member’s child will be taking the SAT, he/she cannot serve as testing staff for the SAT; however he/she may serve as testing staff for PSAT 10 or PSAT 8/9.
- If a staff member’s niece will be taking the SAT and the niece does not live in the house with the staff member, he/she can serve as testing staff for the SAT.
- It is possible for test day staff to serve multiple roles in a small test center.

Please call the Michigan Educator Hotline if you have any questions or concerns about staffing.

AI/TC Email Delivered
The test center supervisor should have received an email with your school’s AI and test center numbers. If you did not receive this email, identify that the correct information is in the Educational Entity Master (EEM) (https://cepi.state.mi.us/eem/). If not, contact your district’s authorized user to get the changes made.
Register for ACT WorkKeys® Q&A Session

ACT will be hosting two Workkeys Question and Answer sessions in preparation for the April test administration. To register for a session, please use the links in the table below. Registration will need to be completed 48 hours prior to the selected session date. Each session will be recorded and posted to the ACT hosted web page under the Trainings heading, for those unable to attend. On-demand training videos will also be available online beginning in mid-January.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Registration URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2017</td>
<td>10:00 AM eastern time</td>
<td><a href="act.ilinc.com/register/vsbbtjz">Session 1</a></td>
</tr>
<tr>
<td>March 21, 2017</td>
<td>3:30 PM eastern time</td>
<td><a href="act.ilinc.com/register/tywwmbx">Session 2</a></td>
</tr>
</tbody>
</table>

Pre-Identification Window

The window to pre-identify examinees who will participate in the ACT WorkKeys assessment is January 9 – February 14, 2017 on the MDE Secure Site. Please review the Pre-ID communication sent by the Division of Accountability on January 5, 2017 for complete information.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
Important Dates

January 2017

Paper/Pencil Testing

Now – February 3, 2017:
• Alternate Material Delivery Request Window for M-STEP and MI-Access

Now – February 14, 2017:
• Initial Material Order window for SAT, PSAT, WorkKeys, M-STEP, and MI-Access
• Pre-ID for material order counts for SAT, PSAT, WorkKeys, M-STEP, and MI-Access
• Pre-ID for printed barcode labels for SAT, PSAT, WorkKeys, M-STEP, and MI-Access
• Accommodated material ordering for M-STEP and MI-Access (FI only)

January 16 – May 26, 2017:
• Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for M-STEP and MI-Access. Submit request here

January 30 – March 17, 2017:
• WIDA Additional Materials Order Window in WIDA AMS

January 30, 2017:
• Districts receive WIDA test materials

Online Testing

Now – January 26, 2017:
• WIDA Test Exceptions window

Now – February 27, 2017:
• Online Test Session setup in Secure Site for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments

Now – May 26, 2017:
• Pre-ID of students for online testing for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments

January 19 – February 9, 2017:
• Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM, who plan to schedule M-STEP or MI-Access test sessions that extend beyond 4:00 PM. Submit request here.

(Continued on next page)
Important Dates

February 2017

Paper/Pencil Testing

Now – February 3, 2017:

• 2017 Alternate Material Delivery Request Form—Use this form (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for M-STEP and MI-Access Materials.

Online and Paper/Pencil Testing

February 6 – March 24, 2017:

• WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs testing window

MSTC

February 14 – 16, 2017:

• Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://gomiem.org)

Have Questions?

Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues